

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

PA SABBATICAL LEAVE INSTRUCTIONS

I. Application

Sabbatical leaves are intended for the purposes of professional development and the improvement of instruction and service at the College. The objective of such a leave is to provide for the development of the individual so that the person on leave and that person's value to the College mutually are enriched. Reciprocally, a sabbatical should improve and enrich the College program in which the person works. Sabbatical leave is not regarded as a reward for service nor as an extended vacation or rest period occurring automatically at stated intervals. Sabbatical leaves may be granted for planned travel, study, formal education, research, writing, or other experience of professional value.

Applications will be judged on the merits of the project, subject to budget limitations. The review process and Committee recommendations are based upon the following criteria:

1. Contribution of the project to the College
2. Contribution of the project to the applicant's professional development
3. The merits of the project itself, including:
 - a. Design of the project
 - b. Project feasibility
 - c. Likelihood of achieving the stated goals
 - d. Necessity that the applicant be released from normal duties to accomplish the objectives of the leave

Sabbatical leaves are granted only for the purpose stated in the application. A change in goals and/or activities requires advance approval of the President. The College shall not be required to afford a bargaining unit member who is on sabbatical any priority consideration for overload assignments. Bargaining unit members commencing any such leave while teaching overload, or who begin a reduced workload while teaching overload, shall not be removed from the overload assignment(s) for the duration of such overload assignment(s) on account of commencing sabbatical leave.

Sabbaticals will be awarded according to Committee recommendations as long as funding exists and staffing needs are not compromised. If a sabbatical leave recommended by the Committee cannot be granted, the President will transmit a written explanation to the Committee.

II. Eligibility Requirements

All employees who have completed six (6) consecutive years of service to the College, or who, if they previously had a sabbatical leave, have completed six (6) full years of service to the College since the date of return from his/her last sabbatical leave shall be eligible.

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III. Application Procedures

The original and one (1) copy of the application must be submitted to your supervisor by **the established deadline.**

The application must be submitted in the academic/fiscal year before the sabbatical is to be taken. A written decision will be sent to the applicant following the March meeting of the Board of Trustees.

Applications should contain the following information in separate sections numbered as follows:

1. Name
2. Current position
3. Department
4. Date of initial appointment at MVCC
5. Beginning and ending dates of the sabbatical leave
6. Dates of all previous leaves, indicating type (sabbatical, leave of absence with salary, leave of absence without salary, and any other leave), but not including sick leave
7. Goals of the sabbatical leave
8. Detailed description (not just a list) of the activities planned for the sabbatical leave
9. Detailed explanation of the relationship of the sabbatical leave proposal to your professional responsibilities at the College
10. Rationale for the need to be released from normal duties to accomplish the goal
11. Detailed explanation of how your sabbatical leave goals will contribute to the College and your department
12. Detailed explanation of how your sabbatical leave goals directly align with elements of the College's strategic plan
13. Contribution of the sabbatical leave to your professional development
14. Plan for sharing the accomplishments of the sabbatical leave with members of the College community
15. If you intend to accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of the sabbatical leave, include a statement explaining the source of funds and anticipated amount.

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Successful applicants should submit the report of his/her leave activities to the President within two (2) months of his/her return from the leave. A copy of the report should also be provided to the appropriate Vice President. The report should contain a copy of the original proposal, a list of the activities that actually occurred, a statement of how the goals of the project were met, a statement of how the goals align with the with the elements of the College's strategic plan and any documents that indicate the success of the project.

IV. Expense Instructions

Upon the recommendation of the President and the authorization of the Board of Trustees, services or charges incidental to the success of the sabbatical leave project may be at the expense of the College. Application for such services or charges at the expense of the College is made separately from application for the sabbatical leave itself. Submit the following information with the application for sabbatical leave.

1. Name and date
2. Beginning and ending dates of leave
3. Detailed statement of the services or financial support requested from the College
4. Explanation of how the requested services and financial support are necessary to meet the objectives of the sabbatical leave

Please note: This information is a summary of information provided in the current collective bargaining agreement (CBA) with the Professional Association. In case of any conflict, the CBA will prevail.